

Janice K. Brewer
Governor

Bryan Martyn
Executive Director



Board Members

Walter D. Armer, Jr., Vail, *Chair*
Mark Brnovich, Phoenix
R. J. Cardin, Phoenix
Kay Daggett, Sierra Vista
Alan Everett, Sedona
Larry Landry, Phoenix
Vanessa Hickman, State Land Commissioner

**NOTICE OF SPECIAL PUBLIC MEETING
of
THE ARIZONA OUTDOOR RECREATION
COORDINATING COMMISSION
(AORCC)
of
THE ARIZONA STATE PARKS BOARD**

Notice is hereby given to members of the Arizona Outdoor Recreation Coordinating Commission (AORCC) and the general public that the Commission will hold a teleconference meeting open to the public on **Tuesday, June 18, 2013 beginning at 1:00 p.m. at Arizona State Parks, in the Board Room located in the basement of 1300 W. Washington, Phoenix Arizona, pursuant to A.R.S. § 41-511.04 and A.R.S. § 41-511.25. To access the meeting by phone dial toll free 1-877-820-7831 and enter the participant code 522515. (Note: You must enter the * before and after the participant code.)**

The Commission may go into Executive Session for the purpose of obtaining legal advice from the State Parks Assistant Attorney General on any of the agenda items pursuant to A.R.S. § 38-431.03 (A) (3). Items on the Agenda may be discussed out of order, unless they have been specifically noted to be set for a time certain. Public comment will be taken.

AGENDA

(The Chair reserves the right to set the order of the agenda)

A. CALL TO ORDER AND ROLL CALL

B. INTRODUCTION OF MEMBERS AND STAFF

C. ACTION ITEMS

1. AORCC will Review the Statewide OHV Recreation Fund Program Budget Allocations for FY 2013, discuss allocations for FY 2014, and forward a recommendation to the Arizona State Parks Board for final approval.
2. AORCC will Consider Increasing the Grant Award for the Coconino Trail Riders OHV Project #551304 by \$2,622.

D. CALL TO THE PUBLIC – Consideration and discussion of comments and complaints from the public. Those wishing to address the Commission must register at the door and


- D. CALL TO THE PUBLIC** – Consideration and discussion of comments and complaints from the public. Those wishing to address the Commission must register at the door and be recognized by the Chair. It is probable that each presentation will be limited to one person per organization. Action taken as a result of public comment will be limited to directing staff to study or reschedule the matter for future consideration at a later time.
- E. SUMMARY OF CURRENT EVENTS, MATTERS OF BOARD PROCEDURE, REQUESTS AND ITEMS FOR FUTURE AGENDA**
- F. TIME AND PLACE OF NEXT MEETING**

August 15, 2013 - Arizona State Parks, Phoenix, Arizona.

G. ADJOURNMENT

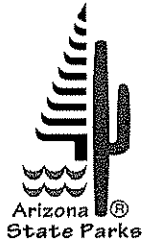
A copy of the agenda background material provided to the Commission is available for public inspection at Arizona State Parks, Partnerships Division, 1300 W. Washington, Phoenix, Arizona. Additional information may be obtained by contacting Doris Pulsifer at 602-542-7127.

Pursuant to Title II of the Americans with Disabilities Act (ADA), Arizona State Parks does not discriminate on the basis of a disability regarding admission to public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the acting ADA Coordinator, Nicole Armstrong-Best (602) 542-7152; or TTY (602) 542-4174. Requests should be made as early as possible to allow time to arrange the accommodation.


Kent Ennis Deputy Director
Arizona State Parks

Posted at: Arizona State Parks
1300 W. Washington
Phoenix, Arizona
1st Floor

Arizona Outdoor Recreation Coordinating Commission (AORCC)
Action Report
Agenda Item #: C-1



Title: AORCC Will Review the Statewide OHV Program Budget Allocations for FY 2013 and Discuss and make a Recommendation on the Allocations for FY 2014

Staff Lead: Jeff Prince, OHV Program Coordinator

Date: June 18, 2013

Recommended Motion:

The Group may make a motion or motions based on the discussion.

Status to Date:

Pursuant to A.R.S. § 41-511.25 AORCC shall establish criteria and policies for the equitable distribution of funding, review applications for eligible projects and determine the amount of funding, if any, for each project to be funded from the land and water conservation fund, the state lake improvement fund, the law enforcement and boating safety fund and the off-highway vehicle recreation fund.

The attached budget is an update on the status of the appropriations in the current and past years' Off-Highway Recreation Fund budgets.

Staff is recommending the appropriations per attachment C.1.b and described in attachments C.1.a and C.1.c for fiscal year 2014 beginning July 1, 2013. Funds not spent within the fiscal year will be returned to the OHV fund for distribution to projects and programs in the following fiscal year.

OHV Recreation Fund monies not specifically appropriated for other OHV programs or projects should be made available for distribution to on-the-ground projects in accordance with Board policies and state statutes.

Time Frame:

Recommended appropriations from the use of FY 2014 OHV Recreation Fund monies will be presented to the Arizona State Parks Board at their July 17, 2013 meeting.

Staff and Financial Resources:

Staff is responsible for identifying programs and soliciting projects for AORCC/OHVAG review and approval and administering those projects. Staff is responsible for insuring the efficient and appropriate use of all OHV Program funds.

Relation to Strategic Plan:

Partnerships: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

Arizona Outdoor Recreation Coordinating Commission (AORCC)
Action Report
Agenda Item #: C-1

Relevant Past Board Actions:

At their June 20, 2012 meeting the Parks Board approved a budget for the OHV Program that addressed the needs identified for the OHV Ambassador Program, an outreach program to include OHV website enhancements, in house projects, and grant funding for projects.

Attachments: C.1.a OHV Program Budget Description, C.1.b OHV Program Budget, C.1.c OHVA Program Budget

Description	FY2014	notes
Total Operating Expenses	1,127,400 Grand Total	
EXISTING PROGRAMS	168,900 Total	
<i>BLM Ambassador</i>	<i>77,900 Subtotal</i>	
salary	65,000	reduction=ASP absorbing OHVA Program Admin position
operating	12,900	reduction due to reduced operating costs
expansion	0	reduced due to ASP absorbing expansion responsibilities
<i>ASP Ambassador</i>	<i>61,000 subtotal</i>	
Expansion Grants	30,000	reduced, provides funding for up to 2 new ambassador units
Expansion Equipment	25,000	reduced = cancellation of CREC OHVA and ex inventory
Operation - CREC	0	program cancelled due to poor results & lack of interest
Recruitment/Retention	6,000	new-enhance OHVA recruitment/retention
<i>Marketing</i>	<i>5,000</i>	<i>reduced due to ASP absorbing web marketing responsibility</i>
<i>Inhouse Projects</i>	<i>25,000</i>	<i>misc expenses, DBS course materials, supplies, printing, PPE</i>
NEW PROGRAMS	958,500 Total	
<i>Program Related</i>	<i>626,500 Subtotal</i>	
GIS/Webmap	225,000	#1 requested item by OHV public and out of state visitors
vehicle operations/maint	12,000	fuel, services, tires, and minor repairs
equipment maint	21,000	reconditioning of ASP ATV Trailer, OHV equip, SWECO & Trailer
travel & training	13,500	statewide OHV duty & NOHVCC Conf.
Special Events & Workshops	5,000	Single Track Summit & other specific community events
Inhouse OHV studies	100,000	Studies - 2015 Trails Plan + 2014 OHV Economic Impact study
marketing	250,000	director requested OHV marketing plan
<i>Capital Expenditures</i>	<i>332,000 Subtotal</i>	
vehicle purchases	85,000	AEV Jeep Wrangler 4 door, dual sport motorcycle, small trailer
LEO Prototype SXS	30,000	design and purchase of vehicle to be provided via LEO Grants Program - to be deployed at Alamo S.P.
Trail Construction Trailers	27,000	designed to equip volunteer groups with hand tools for trails
Trail Trailer Truck	45,000	full size pick up for towing trailers to trail building events
Trail Construction Trailer-mechanized	35,000	designed to equip volunteer groups with Rokon bike + trailer
Single Track Machine	110,000	specialized for creating single track trails, trailer, op training
Grant Program	2,700,000 Grand Total	
OHV Projects	2,400,000	existing OHV Project Grant program
environmental mitigation	200,000	new program to fund mitigation projects only
LEO Equipment	100,000	new program to fund LEO equip needs while connecting them to ASP & OHVA efforts

Arizona State Parks

Off Highway Vehicle (OHV) Recreation Fund: FY 2009 - FY 2014 Budgets and Recommendations by Program Category

prepared 4-24-13 ms - linked to other w/bk sheets !!!

<u>Fiscal Category</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Current Budget and Estimate FY 2013</u>	<u>Recommended Budget FY 2014</u>
Cash Balance Forward	\$2,244,637	\$1,667,209	\$2,012,531	\$2,272,536	\$3,293,454	\$2,960,893
Revenue (retained by ASP):						
Motor Fuel Tax	\$1,694,198	\$1,533,891	\$1,532,925	\$1,522,658	\$1,500,000	\$1,500,000
Registration Decals	780,700	976,575	1,079,705	1,200,211	1,170,000	1,250,000
Earned Interest & Misc. Receipts	33,622	18,763	12,180	25,046	30,000	30,000
Total Revenue	\$2,508,520	\$2,529,229	\$2,624,810	\$2,747,915	\$2,700,000	\$2,780,000
Expenditures:						
State Parks Agency Operations	\$669,669	\$705,121	\$666,215	\$686,548	\$692,100	\$0
Program Administration (max 12% of ann. rev.):						
Employee Salaries and Benefits	\$136,279	\$221,629	\$169,999	\$236,455	\$258,000	\$275,000
Operations and Support	106,026	29,328	38,461	24,327	66,000	58,600
Program Administration	\$242,305	\$250,957	\$208,460	\$260,782	\$324,000	\$333,600
Aid Programs - Grants and Projects:						
Competitive Pass Through Grants	\$0	(\$17,288)	\$0	\$0	\$1,028,212	\$2,400,000
Non-Competitive Pass Through Aid Projects	481,074	160,415	601,431	355,058	523,258	0
Ambassador Program Pass Through Projects	0	0	8,500	259,082	280,080	78,000
State Parks In-House Projects	0	0	0	3,764	71,674	25,000
State Parks Ambassador Program Support	0	0	0	24,562	113,238	61,000
GIS/Webmap	0	0	0	0	0	225,000
New Capital Equipment	0	0	0	0	0	332,000
Recondition Existing Capital Equipment	0	0	0	0	0	21,000
Mitigation Projects - Pass Through	0	0	0	0	0	200,000
LEO Equipment - Pass Through	0	0	0	0	0	100,000
OHV Studies - 2015 Trails Plan + Econ. Impact	0	0	0	0	0	100,000
OHV Marketing Campaign	0	0	0	0	0	250,000
Aid Programs	\$481,074	\$143,128	\$609,931	\$642,466	\$2,016,462	\$3,792,000
Fund Sweeps and Transfers	\$1,692,900	\$1,084,700	\$880,200	\$137,200	\$0	\$0
Total Expenditures	\$3,085,948	\$2,183,906	\$2,364,806	\$1,726,996	\$3,032,562	\$4,125,600
Total Ending Cash Balance	\$1,667,209	\$2,012,531	\$2,272,536	\$3,293,454	\$2,960,893	\$1,615,293

2014 OHV AMBASSADOR PROGRAM Budget

Statewide OHV Coordinator (includes overhead and travel) \$65,000

A portion of this salary is covered by RTP reimbursements for training and public education.
BLM overhead taken for salary administration is unknown.

Salary Total: \$65,000

Salary to cover:

- OHVA Recruitment
- OHVA program oversight/quality assurance
- Statewide OHVA Admin/Coordination/ work planning/strategy
- OHVA Core Unit Admin/Coordination/strategy
- Statewide records keeping, reports, OHVA Council and Planning Team support

Operating costs for the OHVA Core unit, (CCRD, Hassayampa FO and Middle Gila, Tucson FO)

Fuel (gas and LP, includes overhead for BLM vehicle)5,000

Preventative maintenance 3 OHVA trailers(1 CCRD, 2 state wide1,000

Preventive maintenance for OHVA/ASP Polaris RZR.....700

Safety Equipment for OHVA events.....500

Communication devices or service..... 1,000

Equipment breakdown / other..... 1,200

OHVA training (trainer fees print manuals, , supplies, etc.).....1,000

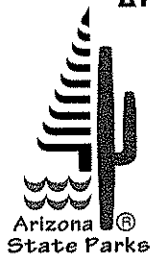
Printing/purchase of OHVA and Community educational materials...1,000

Continuing Education Training (CPR/First Aid, Wilderness First Aid, etc).....1,500

(Last three items totaling \$3,500 are eligible for RTP reimbursement)

..... **Operating Cost Total \$12,900**

.....**Program Total: \$77,900**



Arizona Outdoor Recreation Coordinating Commission (AORCC)

Action Report

Agenda Item #: C-2

Title: Consider Increasing the Grant Award for the Coconino Trail Riders OHV Project #551304

Staff Lead: Jeff Prince, Statewide OHV Program Coordinator

Date: June 18, 2013

Recommended Motion:

I move to increase the grant award from the Off-Highway Vehicle Recreation Fund for the Coconino Trail Riders – Kelly Canyon Trails Project #551304 by \$2,622, and request that staff forward this recommendation to the Parks Board for final action.

Status to Date:

On February 21, 2013 AORCC reviewed Statewide OHV Program grant project applications. The Coconino Trail Riders (a non-profit organization) (CTR) applied for a grant to purchase trail building and personal protective equipment to assist the Coconino National Forest in the development of the Kelly Motorized Trails system. On February 22, 2013 OHVAG approved \$12,585 for a portion of the requested tools and Jeff Prince has established a tool trailer that contains the balance of the requested tools. This trailer and tools belong to State Parks and will be available any group doing motorized trail projects.

Staff used the wrong figures in computing the recommended award amount for the CTR grant. The tool list included some power tools (chain saws) along with the hand tools. Staff intended to fund the power tools, but used the total requested for the hand tools in the grant calculation. Attachment C2a – Tools Estimate shows the requested items and costs. The total requested was \$8,234.12. The amount awarded (value of the hand tools) was \$3,805. The amount that should have been awarded (value of power tools) is \$4,426. Staff recommends increasing the grant amount by \$622 to cover the full cost of the power tools.

Another unforeseen cost that CTR has had to bare is the cost for liability insurance pursuant to the grant agreement requirements. This is a required cost in state contracts to protect the State. State Parks has always intended to assist our non-governmental partners with this cost and has included it as eligible for reimbursement in the OHV Ambassador Program grants that have been issued. Future organizations that apply for Statewide OHV Program project grants will be advised to include these costs in their application.

Attachment C2b – Grant Increase Request is the written request from CTR for the increase and receipt for the first year insurance cost is Attachment C2c – Receipt for Insurance. The CTR grant is for two years and they have provided the required insurance for the first year at a cost of \$916. The second year cost is expected to increase. Therefore, staff recommends increasing the grant amount by \$2,000 to cover reimbursement of these costs. The amendment to the agreement will include the language in the request letter specifying that the added funds will only be used to cover the cost of insurance.

Arizona Outdoor Recreation Coordinating Commission (AORCC)
Action Report
Agenda Item #: C-2

Time Frame: The AORCC recommendation will be presented to the Parks Board for final approval at their July, 2013 meeting. Staff will amend the grant agreement to include the approve increase.

Staff and Financial Resources: Grants staff is responsible for soliciting grant projects and administering the awarded grants.

Relation to Strategic Plan:

Partnerships Goal: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

Relevant Past Board Actions:

On March 20, 2013 the Parks Board approved funding for the Coconino Trail Riders at \$12,585 from the OHV Recreation.

Attachments:

C2a – Tool Estimate.

C2b – Grant Increase Request Letter from CTR

HOMCO ACE HARDWARE
1763 E BUTLER AVE
PO BOX W
FLAGSTAFF, AZ 86002-1497
PHONE: (928) 779-6111

PAGE NO 1

CUST NO: *1 JOB NO: 000 PURCHASE ORDER: REFERENCE: COCONINO TRAIL RIDES TERMS: CASH/CHECK/BANKCARD CLERK: LEWIS DATE/TIME: 1/15/13 8:05

SOLD TO:
 **** CASH ****

SHIP TO:
 KEITH GREENWALT
 KKGREENWALT@MSN.COM

EXP. DATE: 2/14/13

TERMINAL: 598

SALESPERSON: 01 HOUSE
 TAX: CST CITY & STATE TAX

928-853-7093

ESTIMATE: 289521/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		2	EA	33RSC384	33RSC3 84 GREEN LOOP 25"	ADD	2	36.00 /EA	72.00
2		1	EA	BAR25SN	25" GREEN BAR SN 3/8-.050	ADD	1	60.00 /EA	60.00
3	50w	2	EA	MS201T4A	MS 201T 14" 63PS350	ADD	2	609.00 /EA	1,218.00
4		2	EA	61PMMC350	61PMMC3 50 GREEN LOOP 14"	ADD	2	18.00 /EA	36.00
5		4	EA	STIHLCASE	CHAIN SAW CASE	ADD	4	27.00 /EA	108.00
6		2	EA	CHAP32-O	32" SEVEN LAYER APRON CHAPS ORG	ADD	2	99.00 /EA	198.00
7		2	EA	HELMETSYS	HELMET SYSTEM	ADD	2	61.00 /EA	122.00
8		2	EA	HOMESXLRG	HOMESCAPER GLOVES X-LARGE	ADD	2	20.50 /EA	41.00
9		2	EA	07815165005	GAL BAR & SAW CHAIN OIL	ADD	2	15.99 /EA	31.98
10		3	EA	07813138003	6pk 2.6oz HP ULTRA SYNTH OIL	ADD	3	12.99 /EA	38.97
11		2	EA	STIHL	MS46125PAS	ADD	2	1060.00 /EA	2,120.00
12		15	EA	7114333	PICK MATTOCK FG HNDL 2.5#	1CN13	15	21.50 /EA	322.50
13		25	EA	73416	TOOL FIRE MCLEOD 4'HDL	ZZNEW	25	105.00 /EA	2,625.00
14		6	EA	7114325	AXE PULSKI 3.75# W/FBHD	1CN12	6	33.00 /EA	198.00
15		4	EA	70106	SLEDGE 2 FACE8#FIBERGLAS	1CS1	4	28.00 /EA	112.00
16		10	EA	7098247	SPADE GARDEN FIBER ACE	1CN7	10	22.00 /EA	220.00

4045.95
 380.32

4426.27
 - 3805

621.27

3477.50
 326.88
 3804.38

TAXABLE 7523.45
 NON-TAXABLE 0.00
 SUBTOTAL 7523.45 x

TAX AMOUNT 710.67
TOTAL 8234.12



TOT WT: 152.50

X

Received By

Coconino Trail Riders (CTR)

509 East Dohmen Drive

Flagstaff, Arizona 86001

June 11, 2013

Robert Baldwin

Arizona State Parks

1300 Washington

Phoenix, Arizona 85007

**RE: Project Sponsor Agreement for the Coconino Trail Riders project 551304 -
Kelly Canyon Trails Project - Reimbursement for Insurance**

Coconino Trail Riders respectfully requests State Parks to increase the amount of the Kelly Canyon Trails Project by \$2,000. At the time of application CTR was not aware of the insurance required by the state contract. We have been informed that this cost could have been included in the grant request.

Attached is a copy of the receipt for the insurance purchased (\$916) for the first year of this grant through May 31, 2014. The term of this grant is two years. We anticipate an increase in the cost of the insurance for next year. We understand that if the cost exceeds the requested amount, cost savings from other scope items can be used. If the cost does not equal the requested increase, the extra funds will not be expended on any other scope items.

Your consideration is appreciated.



Keith Greenwalt – Land Use Officer

RECEIPT DATE 5-30-2013 ^{8:08} No. 285157

RECEIVED FROM Cocoma Trail Riders \$ 638

G.L. Phubogride DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT		<input type="radio"/> CASH
PAYMENT	<u>638</u>	<input checked="" type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM 1172 TO Mr.
 BY CJA

RECEIPT DATE 5-31-2013 ^{8:06} No. 285159

RECEIVED FROM Cocoma Trail Riders \$ 278

Hired & Ann-Owner DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT		<input type="radio"/> CASH
PAYMENT	<u>278</u>	<input checked="" type="radio"/> CHECK
BAL. DUE		<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM 1182 TO Ann
 BY CJA